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## AGENDA

## GROUP MEETING NUMBER 2

DD/P TRAINING OFFICERS AND COMMO

Wednesday 8 July 1953

2:30 P.M.

Conference Room

- 25X1A9A
1. Training Materials for Overseas Use. (Attachment #1) -  
[redacted] Chief, Training Aids Branch, OTR.
  2. Area Training, [redacted]
  3. Budget Follow-up.
  4. Old Business.  
S/PP follow-up action
  5. New Business.  
Organization Chart
  6. Suggestions for Agenda for Next Meeting on Tuesday 25 August,  
10:30 A.M., 1500 L Building.

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9 July 1953

## MEMORANDUM FOR THE RECORD

SUBJECT: Group Meeting #2, DD/P &amp; Commo Training Liaison Officers, 8 July 1953

PRESENT:

FI
FI
PM
PP
TSS
Commo
Pers


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1. Training Materials for Overseas Use

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a. This subject was put on the agenda at the request of [redacted] in order to check out the proposed regulation with the DD/P Training Committee. The discussion which ensued was based upon a draft regulation prepared by OTR/TAB.

b. It was requested that training materials be sent from OTR through the DD/P Training Committee to Staff C/FI.

c. It was requested that release of materials to foreign services be exempted from this paper, since a paper covering this point is under preparation in DD/P. This would limit the release of training materials under this paper to field stations for the use of U.S. personnel and, where appropriate, indigenous agents, etc.

d. One problem in release of materials is that OTR has no control over such materials after they are released, so there is no guarantee that they will not be released to unauthorized persons. Records of persons to whom materials are released could be required, but in any event the area division concerned shall be responsible for safeguarding the material after its dissemination.

e. OTR has distributed a list of materials that it will release. Requests which come in for other materials not on the list require approval by the DD/TR(S) for release. Up to date listings should be prepared for Headquarters and overseas use.

f. It was agreed that proper routing is: overseas request-- HQ Division-- DD/P Training Committee-- OTR-- LD/P Training Committee-- Staff C/FI-- HQ Division-- Overseas.

g. It was agreed that Commo was exempted from the provisions of the paper with respect to communications materials.

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h. It was agreed that [redacted] would work out the details on the paper and prepare it for approval of D/TR and DD/P.

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2. Area Training

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a. This subject was put on the agenda at the request of [ ] in order to report to OTR on area division implementation [ ] on 25X1 language and area training.

b. [ ] reported that division responses are not yet in. Subject will 25X1A9A be put on the agenda for the August meeting. Specific divisional statements of policy and program will then be presented.

c. It is too early to tell what the total effect on training requirements, release of personnel to training, etc. will be.

d. Attempt is being made in DD/P to identify overseas returnees in order to gear plans for training of their replacements.

3. Budget Follow-Up

a. Cost of external training for Fy 1954 and Fy 1955, based on requirements statements of the various offices summarized by S/PP. 25X1A9A 25X1A9A

b. With respect to possible budget cuts, [ ] pointed out that CIA will be in existence after [ ] passes to his reward, and that if CIA thinks merely in terms of the present (re training), it is sunk. It was generally agreed that training is of utmost importance, that people are either trained properly or they aren't, and that where necessary, work priorities might be altered to permit required training.

c. [ ] stated that if there were a cutback, training would be even more important, and that the training effort could not be lessened.

4. New Business

a. It was agreed that for OTR purposes DD/P Staff Training Officers should be called Training Liaison Officers, thus making the nomenclature identical throughout the Agency.

b. Organization chart of OTR distributed.

c. The problem of DD/P Division Training Officers was raised. Since they exercise only administrative functions, they generally have little substantive effect. None of them are full time; much of the divisional work re training is done by the DD/P Training Committee. It was agreed that part of the problem was communication and that communication to Divisional Training Officers could be improved.

1c/

[ ]  
Chief, Plans & Policy Staff

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